



Task #	WBS Code	Task Name	MDL Task Description	MDL Work Op Code
<b>1</b>	<b>PC</b>	<b>PreConstruction (Put Project Name Here)</b>		
<b>2</b>	<b>PC-01</b>	<b>Preliminary Estimates &amp; Schedules</b>	<b>Estimates and schedules developed for programming.</b>	<b>0167</b>
3	PC-01.01	PE Estimate	The estimated cost and schedule to complete the design phase of a project. Developed for programming the project.	0167
4	PC-01.02	RW Estimate	The estimated cost and schedule to complete the right of way phase of a project. Includes all resource costs. Developed for programming the project.	0167
5	PC-01.03	CN Estimate	The estimated cost and schedule to complete the construction phase of a project. Developed for programming the project.	0167
<b>6</b>	<b>PC-02</b>	<b>Project Summary</b>	<b>A document which comprises the Project Definition, Design Decisions and the Environmental Review Summary for a project</b>	
7	PC-02.01	Project Definition	The official document that states the purpose and need for the project and the solution of the deficiency. This is a formal document that must have Region and HQ concurrence.	0168
8	PC-02.02	Design Decisions Summary	A document which is part of the Project Summary which illustrates design considerations and details about design aspects of the project.	0168
9	PC-02.03	Environmental Review Summary	A document which illustrates environmental permit needs and addresses the level of environmental approval and classification of the project.	0130
10	PC-02.04	Project Summary Region Approval	MILESTONE - Date that the Region Project Development Engineer approves the Project Summary	
11	PC-02.05	Project Definition Complete	MAJOR MILESTONE - Date of concurrence of the Project Summary (Project Definition, ERS, DDS)	
<b>12</b>	<b>PC-03</b>	<b>Design-Build Assessment</b>	<b>A systematic process based on a balance of the anticipated benefits and allocated risks used in the selection of design-build contracting for a project.</b>	<b>0113</b>
13	PC-03.01	Design-Build Decision Document	A document used to make the final decision to proceed with design-build contracting on a project	0113
<b>14</b>	<b>PC-04</b>	<b>Emergency Project Documentation</b>	<b>Required documentation for projects with declared emergency. See Emergency Procedures Manual M3014 for details.</b>	<b>0101</b>
15	PC-04.01	Disaster Damage Inspection Report	An Inspection report completed in the field on a deficiency that can be associated with a natural disaster such as earthquakes, and floods and describes the damage which occurred, details relating to the restoration of the facility (both temporary and permanent activities), and is required in order to receive federal emergency relief funds. See the Emergency Procedures Manual, M3014 for details	0101



16PC-04.02	Declaration of Emergency	A standard WSDOT form completed by the region on a deficiency that is associated with a natural disaster. This form is signed by the Regional Administrator and submitted to HQ Emergency Management Program Manager. See Emergency Procedures Manual, Chapter 4.	0101
17PC-04.03	Change Management Form	A standard WSDOT Change Management form (CMF) completed for a deficiency associated with a declared emergency. The CMF is submitted to HQ Program Management.	0101
18PC-05	FHWA Project Management	<b>Development of FHWA Project Management Plans and FHWA Financial Plans, for projects with an estimated total cost exceeding \$1,000,000,000 (Major projects). Guidance and standards from the FHWA are at this web site:</b> <a href="http://www.fhwa.dot.gov/programadmin/mega/">http://www.fhwa.dot.gov/programadmin/mega/</a>	
19PC-05.01	FHWA Finance Plan	A Financial Plan is a comprehensive document that is required for Federally funded projects with an estimated total cost of \$1,000,000,000 or more that reflects the cost (requirement) and revenue structure (capability) of a project and provides a reasonable assurance that there will be sufficient financial resources available to implement and complete the project as planned. Financial Plans are a requirement on Major projects per Section 1305 of the Transportation Equity Act for the 21st Century (TEA-21). The Initial Financial Plan and each Annual Update is submitted to the FHWA Division Administrator for review and acceptance. The FHWA memorandum giving direction on finance plans and other guidance can be found at the following web sites: <a href="http://www.fhwa.dot.gov/programadmin/contracts/fpgmemo.htm">http://www.fhwa.dot.gov/programadmin/contracts/fpgmemo.htm</a> and <a href="http://www.fhwa.dot.gov/programadmin/mega/fplans.htm">http://www.fhwa.dot.gov/programadmin/mega/fplans.htm</a>	0170
20PC-05.02	FHWA Project Management Plan	Project Management Plans currently are strongly recommended from a best practices point of view, in order to effectively and efficiently manage the budget, schedule, and quality of Major projects. They are expected to be required by the new federal reauthorization act when it passes (replacing TEA-21). The FHWA memorandum giving direction on project management plans can be found at the following web site: <a href="http://www.fhwa.dot.gov/programadmin/mega/megaiii.htm">http://www.fhwa.dot.gov/programadmin/mega/megaiii.htm</a>	0106
21PC-06	Project Funding Approved	<b>MILESTONE - Official funding approval by the Region or HQ's Program Management in order to begin the design phase of a project</b>	
22PC-07	Begin Preliminary Engineering	<b>MAJOR MILESTONE - Beginning the preliminary engineering marks the start of the project design. See Project Control &amp; Reporting Manual for details.</b>	
23PC-08	Consultant Administration	<b>The process concerning the authorization, selection, management, and oversight of consultants for Personal Service and Architect &amp; Engineer (A&amp;E) agreements and/or supplements. See Consultant Services Procedures Manual M27-50.</b>	0107



24	PC-08.01	Consultant RFP	<i>Request for Proposal (RFP): A legal notice for solicitation of consulting services. Please see the Consultant Services Procedures Manual M 27-50, Chapter 1 for procedures.</i>	0107
25	PC-08.02	Consultant Selection	<i>The process of reviewing, scoring and selecting a Consultant. Please see the Consultant Services Procedures Manual M 27-50, Chapters 2, 3, and 4 for procedures.</i>	0107
26	PC-08.03	Consultant Signed Contract	<i>A legally binding contract between WSDOT and a Consultant for services rendered. Please see the Consultant Services Procedures Manual M 27-50, Chapters 5, 6, and 7 for procedures.</i>	0107
27	PC-08.04	Consultant Management	<i>The process for delivering a contracted product within the parameters of a legally binding contract. Please see the Consultant Services Procedures Manual M 27-50, Chapter 8, 9, 10, 11, 12, 13, and 14 for procedures.</i>	0107
28	PC-09	<b>Project Management</b>	<b>See Project Management On-line Guide (PMOG) <a href="http://www.wsdot.wa.gov/Projects/ProjectMgmt/">http://www.wsdot.wa.gov/Projects/ProjectMgmt/</a></b>	<b>0106</b>
29	PC-09.01	Managing the Project Hammock Task	<i>Hammock task to assign and account for the resource needs and effort required to manage the project.</i>	0106
30	PC-09.02	Project Management Plan	<i>The Project Management Plan describes both the Project Performance Baseline for the project deliverables and the schedule and budget plans for delivering them, and the Project Management Methods that will be used by the Project Team during their delivery. See Project Management On-line Guide (PMOG) for details. <a href="http://www.wsdot.wa.gov/Projects/ProjectMgmt/">http://www.wsdot.wa.gov/Projects/ProjectMgmt/</a></i>	0106
31	PC-09.03	Endorsement	<i>MILESTONE - Endorsement is the process of gaining the commitment of the Project Team then the endorsement of the Management entities responsible for the resources needed to successfully execute the Project Management Plan. The process is a formal one and culminates in documented commitment of support by the Team members, management and others - customers, team and sponsors as appropriate. See Project Management On-line Guide (PMOG) for details. <a href="http://www.wsdot.wa.gov/Projects/ProjectMgmt/">http://www.wsdot.wa.gov/Projects/ProjectMgmt/</a></i>	
32	PC-10	<b>Cost Risk Estimate &amp; Management</b>	<b>Cost Risk Assessment, as an integral element of project risk management at WSDOT, quantifies, within a reasonable range, the cost and schedule to complete a project. This information is used by decision-makers to program projects and by project managers to monitor projects as they are being developed. WSDOT has developed CEVP® and CRA to identify, assess and evaluate risk that could impact cost and/or schedule during project delivery. See Cost Risk Estimate &amp; Management website at: <a href="http://www.wsdot.wa.gov/Projects/ProjectMgmt/RiskAssessment/">http://www.wsdot.wa.gov/Projects/ProjectMgmt/RiskAssessment/</a></b>	<b>0166</b>



33PC-10.01	CEVP®	Cost Estimate Validation Process (CEVP®), an intense workshop in which a team of top engineers and risk managers from local and/or national private firms and public agencies examine a transportation project and review project details with WSDOT engineers. A Cost Estimate Validation Process (CEVP®) is required for any project with an estimated cost of \$100 million or more. See Cost Risk Estimate & Management website at: <a href="http://www.wsdot.wa.gov/Projects/ProjectMgmt/RiskAssessment/">http://www.wsdot.wa.gov/Projects/ProjectMgmt/RiskAssessment/</a>	0166
34PC-10.02	CRA Workshop	Cost Risk Assessment (CRA) is a workshop process similar but less intense CEVP®. A Cost Risk Assessment (CRA) is required for all projects with an estimated cost of \$25 million or more. See Cost Risk Estimate & Management website at: <a href="http://www.wsdot.wa.gov/Projects/ProjectMgmt/RiskAssessment/">http://www.wsdot.wa.gov/Projects/ProjectMgmt/RiskAssessment/</a>	0166
35PC-11	<b>Public and Agency Involvement</b>	<b>Local agencies and the public should be notified of projects in their jurisdiction or area. Contact the Communications office for details.</b>	<b>0110</b>
36PC-11.01	Public Involvement Plan	The level of public involvement plan needed is determined by SEPA or NEPA requirements to be met and the amount of potential impact on people, the environment and the economy. Contact the Communications Office for details.	0110
37PC-12	<b>Project Data</b>	<b>Collection and organization of project information to develop project base plans.</b>	
38PC-12.01	Background Data	Information about the project	0116
39PC-12.02	Aerial Photographs	Aerial photographs of the project site.	0116
40PC-12.03	Clear Zone Inventory	The "Corrective Action" portion of Form 410-026 ensures roadside safety is addressed	0116
41PC-12.04	Photogrammetry Data	A means of collecting topographical information for the project through Geographic Services	0116
42PC-12.05	Surveying Data	All of the surveying required to complete the design of the project	0117
43PC-12.06	As-Built Data Verified	Refer to the as-built data as necessary to compliment the survey data gathered. Research the current plan of record to verify the existing access regulation program.	0116
44PC-12.07	Basemap	Development of the project basemap for Preliminary Engineering	0119
45PC-12.08	Maintenance Review Documentation	An onsite review of the project with maintenance to look at existing situations and any concerns about the proposed design.	0116
46PC-13	<b>Alternative Assessment</b>	<b>Includes identification of conceptual solutions, Transportation Demand Management (TDM), Transportation System Management (TSM), alternative modes, or capacity improvements and endorsement of selected alternatives.</b>	<b>0164</b>
47PC-13.01	Preferred Alternative	Documentation of the preferred alternative selected for Preliminary Engineering.	0164
48PC-14	<b>Design Hearing</b>	<b>Prepare for and deliver a Design Hearing. See Design Manual, Chapter 210.</b>	<b>0120</b>



49PC-14.01	Design Hearing Packet	When it is determined that a hearing is to be held, the region prepares a pre-hearing packet. See Design manual Chapter 210 for details.	0120
50PC-14.02	Design Hearing	A formal or informal hearing that presents the design alternatives to the public for review and comment before a commitment is made to any one alternative. See Design manual Chapter 210	0120
51PC-15	Value Engineering	<b>A systematic process designed to focus on the major issues of a complex project or process.</b>	0165
52PC-15.01	VE Study	A systematic process designed to focus on the major issues of a complex project or process. It uses a multi-disciplined team to develop recommendations for the decisions that must be made. The primary focus of a Value Engineering study is value improvement. See Design Manual Section 315 for details.	0165
53PC-15.02	VE Recommendations Response	The Project Team's responses to the VE Team recommendations, which is provided to the Regional Managers for use in developing the Decision Document.	0165
54PC-15.03	VE Decision Document	A document prepared by Regional managers that includes a specific response for each of the VE team recommendations and a summary statement with a schedule for implementation. It also includes estimated costs or savings associated with the recommendations and estimated costs of implementation.	0165
55PC-16	Access Point Evaluation	<b>New or reconstructed access to Interstate highways. See Design Manual Chapter 1425.</b>	0121
56PC-16.01	Access Point Decision Report	An access point decision report for FHWA approval is required for new/reconstruction of access on Interstate highways. An access point decision report is required to be submitted to the Access and Hearings Unit of the Headquarters Design Office for new/reconstruction of access on divided state highways. See Design Manual Chapter 1425, for completing an Access Point Decision Report.	0121
57PC-17	Access Management & Control	<b>This is to determine if existing connections of abutting properties to the state highway will be eliminated, relocated, or consolidated. See Design Manual Chapters 1430 and 1435.</b>	
58PC-17.01	Access Connection Permit	All new access connections and alterations and improvements to existing access connections to state highways require an access connection permit. See Design Manual Chapter 1435.	0129
59PC-17.02	Access Report	If the project is to acquire additional limited access, an access report is required. The access report notifies the local agency how the limited access will impact their transportation system. The access report is worked with and submitted to the HQ Access and Hearings Unit.	0120
60PC-17.03	Access Report Plans	See Design Manual, Chapter 1430 and the Plans Preparation Manual, Section 150	0120
61PC-17.04	Access Hearing Plans	See Design Manual Chapter 1430 and Chapter 2, section 210.09(4). The Plans Preparation Manual, Section 160 shows how plan sheets should be prepared.	0120





62PC-17.05	Access Hearing	A formal hearing that gives local public officials, owners of abutting property, and other interested citizens an opportunity to be heard concerning any plan that proposed the limitation of access to the highway system. See Design Manual Chapter 210.	0120
63PC-17.06	Findings & Order Package	A document containing the findings and conclusions of a limited access hearing that is approved by the Assistant Secretary for the Environmental and Engineering Service Center. See Design Manual Chapter 210.	0120
64PC-17.07	Findings & Order Adopted	MILESTONE - See Design Manual Chapter 210.	
65PC-18	Environmental Documentation	<b>Federal and State regulations require WSDOT to document the environmental impacts of a transportation project. Where appropriate, other public and governmental agencies are involved in the decision making process. National Environmental Policy Act/State Environmental Policy Act (NEPA/SEPA) If project has a federal nexus, follow NEPA procedures and obtain review of proposed documentation level by FHWA. If state only funding, follow SEPA procedures. See Environmental Procedures Manual.</b>	
66PC-18.01	Endangered Species Act Compliance	The Endangered Species Act requires that the Department of Transportation, on behalf of the Federal Highways Administration, must consult with Wildlife Services to determine the effects of project actions on threatened and endangered species. There are five categories of effect determinations.	0132
67PC-18.01.01	Biological Assessment	A document required for all activities with a federal nexus that analyzes the potential affects of the project on listed species and critical habitat and justifies a particular "effect determination". Federal agencies are responsible for evaluating impacts to listed species from all federal actions, regardless of scope. For actions other than a "major construction activity", the agency must still evaluate the potential for adverse effects and consult with the service, if necessary.	0132
68PC-18.01.02	Environmental Biological Assessment - NOAA Concurrence	Biological Assessment concurrence by the National Oceanic and Atmospheric Administration (NOAA) Fisheries.	0132
69PC-18.01.03	Environmental Biological Assessment - USFW Concurrence	Biological Assessment concurrence by USFW	0132
70PC-18.01.04	Environmental Biological Assessment - No Effect Letter Sent	Biological Assessment determines No Effect.	0132
71PC-18.02	NEPA/SEPA Compliance	National Environmental Policy Act/State Environmental Policy Act (NEPA/SEPA) If project receives federal funding, follow NEPA requirements and obtain review of proposed documentation level by FHWA. If state only funding, follow SEPA requirements. See Environmental Procedures Manual.	0134
72PC-18.02.01	NEPA/ C.E. (ERS)	National Environmental Policy Act Categorical Exclusion and programmatic C.E. (Environmental Review Summary) (NEPA C.E. (ERS))	0134
73PC-18.02.02	NEPA Documented C.E. (ECS)	National Environmental Policy Act Documented Categorical Exclusion (Environmental Classification Summary).	0134



74PC-18.02.03	NEPA Environmental Assessment	National Environmental Policy Act (NEPA) Environmental Assessment. See Environmental Procedures Manual.	0134
75PC-18.02.04	FONSI Issued	MILESTONE - Finding of No Significant Impact (FONSI) issued. A federal lead agency document presenting the reasons why a proposal will not significantly affect the environment and therefore will not require EIS documents.	
76PC-18.02.05	NEPA EIS or Supplement	National Environmental Policy Act (NEPA) Environmental Impact Statement (EIS) or Supplement. Required when actions are likely to have significant impact on the environment by altering land use, planned growth development patterns, traffic volumes, travel patterns, transportation services or natural resources, or by creating public controversy. Contact Region Environmental Manager.	0134
77PC-18.02.05.01	NOI	Notice of Intent (NOI) is published in the he Federal Register to begin public NEPA process. Official start date of document production.	0134
78PC-18.02.05.02	DEIS	Draft Environmental Impact Statement (DEIS) and commitment file circulated. The DEIS is the initial WSDOT project report. It identifies the alternative actions and presents an analysis of their impacts on the environment. It also summarizes the early coordination process, including scoping, and identifies the key issues and pertinent information received through these efforts.	0134
79PC-18.02.05.03	Environmental Hearing	A formal or informal hearing that ensures that social, economical, and environmental impacts have been considered. See Design Manual Chapter 210.	0134
80PC-18.02.05.04	FEIS	Final Environmental Impact Statement (FEIS) and Commitment File Circulated. Contains the final recommendation or preferred alternative, discusses substantive comments received on the DEIS, summarizes citizen involvement, and describes procedures required to ensure that mitigation measures are implemented.	0134
81PC-18.02.05.05	ROD	Record of Decision Issued (ROD) - A document prepared by the federal lead agency after an EIS has been completed, outlining the final decisions on a proposal. It identifies the decision alternatives considered, measures to minimize harm, and a monitoring or enforcement program.	0134
82PC-18.02.06	NEPA re-evaluation	Re-evaluation of Environmental Assessments and Environmental Impact Statements if no action is taken on the project for 3 years or substantial change to the scope results in a loss of validity of determinations.	0134
83PC-18.02.07	SEPA C.E.	State Environmental Policy Act Categorical Exemption (SEPA C.E.) A type of action that does not significantly affect the environment.	0134
84PC-18.02.08	SEPA Checklist/DNS	State Environmental Policy Act (SEPA) Checklist/Determination of Non-Significance (DNS) The written decision by the Region Administrator, or designee, that a proposal will not have a significant impact and no EIS is required.	0134



85PC-18.02.09	SEPA EIS or Supplement	State Environmental Policy Act (SEPA) Environmental Impact Statement (EIS) or Supplement. Required when actions are likely to have significant impact on the environment by altering land use, planned growth development patterns, traffic volumes, travel patterns, transportation services or natural resources, or by creating public controversy. Contact Region Environmental Manager.	0134
86PC-18.02.10	SEPA Adoption	State Environmental Policy Act (SEPA) Adoption. NEPA document adopted to meet the requirements of SEPA. See Environmental Procedures Manual.	0134
87PC-18.03	Discipline Reports - Earth (Geology & Soils)	Environmental Procedures Manual Section 420 Earth (Geology & Soils)	0136
88PC-18.03.01	Geology & Soils Discipline Report Checklist	Refer to Environmental Procedures Manual Section 420.05 & Exhibit 420-1.	0136
89PC-18.03.02	Geology & Soils Discipline Report	Refer to Environmental Procedures Manual Section 420.05(1)	0136
90PC-18.03.03	Temporary Erosion & Control Plan	Refer to Environmental Procedures Manual Section 420.05(2) & Exhibit 431-7.	0136
91PC-18.03.04	Soils Survey	Refer to Environmental Procedures Manual Section 420.05(3)	0136
92PC-18.04	Discipline Report - Air	Environmental Procedures Manual Section 425 Air	
93PC-18.04.01	Air Quality Discipline Report Checklist	Refer to Environmental Procedures Manual 425.05(3)(a) & Exhibit 425-4	0136
94PC-18.04.02	Air Quality Discipline Report	Refer to Environmental Procedures Manual 425.05(3)(a)	0136
95PC-18.04.03	Air Quality Analysis (for NEPA/SEPA)	Refer to Environmental Procedures Manual 425.05(5)(b)	0136
96PC-18.05	Discipline Reports - Water Quality/Surface Water, Groundwater, & Coastal Areas /Shorelines	Environmental Procedures Manual Sections 431, 433, & 452 Water Quality/Surface Water, Groundwater, & Coastal Areas /Shorelines	0136
97PC-18.05.01	Water Quality Discipline Report Checklist	Refer to Environmental Procedures Manual 431.05(1) & Exhibit 431-4	0136
98PC-18.05.02	Water Quality Discipline Report	Refer to Environmental Procedures Manual 431.05(1) & Exhibit 431-4	0136
99PC-18.06	Discipline Reports - Floodplain	Environmental Procedures Manual Section 432 Floodplain	0136
100PC-18.06.01	Floodplain Discipline Report Checklist	Refer to Environmental Procedures Manual 432.05 & Exhibit 432-1	0136
101PC-18.06.02	Floodplain Discipline Report	Refer to Environmental Procedures Manual 432.05 & Exhibit 432-1	0136
102PC-18.07	Discipline Reports - Wildlife, Fish, Vegetation, & Wetlands	Environmental Procedures Manual Sections 436 & 437 Wildlife, Fish, and Vegetation & Wetlands	0136
103PC-18.07.01	Biological Evaluation (BE)	Refer to Environmental Procedures Manual 436.05(3)(b)(5)	0136
104PC-18.07.02	Wetland Inventory Discipline Report Checklist	Refer to Environmental Procedures Manual 437.05(2) & Exhibit 437-10	0136
105PC-18.07.03	Wetland Inventory Discipline Report	Refer to Environmental Procedures Manual 437.05(2)	0136
106PC-18.07.04	Wetland/Biology Discipline Report Checklist	Refer to Environmental Procedures Manual 437.05(3) & Exhibit 437-11	0136
107PC-18.07.05	Wetland/Biology Discipline Report	Refer to Environmental Procedures Manual 437.05(3)	0136





108	PC-18.07.06	Botanical Surveys Report	This report is necessary for reporting to the US Forest Service and other Federal Agencies sensitive vascular and non-vascular plant species within the project area.	0136
109	PC-18.07.07	Conceptual Mitigation Report/Plan Checklist	Refer to Environmental Procedures Manual 437.05(4) & Exhibit 437-12	0136
110	PC-18.07.08	Conceptual Mitigation Report/Plan	Refer to Environmental Procedures Manual 437.05(4)	0136
111	PC-18.07.09	Wetland Mitigation Report/Plan Checklist	Refer to Environmental Procedures Manual 437.05(5)(a) & Exhibit 437-13	0136
112	PC-18.07.10	Draft Wetland Mitigation Report/Plan	Refer to Environmental Procedures Manual 437.05(5)(a)	0136
113	PC-18.07.11	Final Wetland Mitigation Report/Plan	Refer to Environmental Procedures Manual 437.05(5)(d)	0136
114	PC-18.08	Discipline Reports - Energy	Environmental Procedures Manual Section 440 Energy	0136
115	PC-18.08.01	Energy Discipline Report Checklist	Refer to Environmental Procedures Manual Exhibit 440-1	0136
116	PC-18.09	Discipline Reports - Noise	Environmental Procedures Manual Section 446 Noise	0136
117	PC-18.09.01	Traffic Noise Discipline Report Checklist	Refer to Environmental Procedures Manual 446.05(1)(a) & Exhibit 446-2	0136
118	PC-18.09.02	Traffic Noise Discipline Report	Refer to Environmental Procedures Manual 446.05(1)(a)	0136
119	PC-18.09.03	Traffic Noise Analysis	Refer to Environmental Procedures Manual 446.05(1)(d)	0136
120	PC-18.10	Discipline Reports - Hazardous Materials	Environmental Procedures Manual Section 447 Hazardous Materials	0136
121	PC-18.10.01	Hazardous Materials Discipline Report Checklist	Refer to Environmental Procedures Manual 447.05(3)	0136
122	PC-18.10.02	Hazardous Materials Discipline Report	Refer to Environmental Procedures Manual 447.05(3)	0136
123	PC-18.10.03	Initial Site Assessment (ISA) Checklist	Refer to Environmental Procedures Manual 447.05(4)	0136
124	PC-18.10.04	Initial Site Assessment (ISA)	Refer to Environmental Procedures Manual 447.05(4)	0136
125	PC-18.10.05	Preliminary Site Investigation (PSI) Checklist	Refer to Environmental Procedures Manual 447.05(5)	0136
126	PC-18.10.06	Preliminary Site Investigation (PSI)	Refer to Environmental Procedures Manual 447.05(5)	0136
127	PC-18.10.07	Detailed Site Investigation (DSI)	Refer to Environmental Procedures Manual 447.05(6)	0136
128	PC-18.11	Discipline Reports - Land Use, Land Use Plans, and Growth Management	Environmental Procedures Manual Section 451 Land Use, Land Use Plans, and Growth Management	0136
129	PC-18.11.01	Land Use Discipline Report Checklist	Refer to Environmental Procedures Manual 451.05(1) & Exhibit 451-1	0136
130	PC-18.11.02	Land Use Discipline Report	Refer to Environmental Procedures Manual 451.05(1)	0136
131	PC-18.12	Discipline Reports - Wild and Scenic Rivers	Environmental Procedures Manual Section 453 Wild and Scenic Rivers	0136
132	PC-18.12.01	Wild and Scenic Rivers Project Report	Refer to Environmental Procedures Manual 453.05(1)	0136
133	PC-18.13	Discipline Reports - Agricultural and Farmland	Environmental Procedures Manual Section 454 Agricultural and Farmland	0136
134	PC-18.13.01	Farmlands Discipline Report Checklist	Refer to Environmental Procedures Manual 454.05(1) & Exhibit 454-2	0136
135	PC-18.13.02	Farmlands Discipline Report	Refer to Environmental Procedures Manual 454.05(1)	0136
136	PC-18.13.03	Farmland Conversion Rating (Form AD-1006 or NRCS-CPA-106)	Refer to Environmental Procedures Manual 454.05(2)(c)	0136



137	PC-18.14	Discipline Reports - Public Lands (Section 4(f), 6(f), and Forests)	Environmental Procedures Manual Section 455 Public Lands (Section 4(f), 6(f), and Forests)	0136
138	PC-18.14.01	Section 4(f) Evaluation Checklist	Refer to Environmental Procedures Manual 455.05(1)(a), Exhibit 455-1, & 456.05(4)	0136
139	PC-18.14.02	Section 4(f) Evaluation	Refer to Environmental Procedures Manual 455.05(1)	0136
140	PC-18.14.03	Outdoor Recreation Property (6(f)) Discipline Report Checklist	Refer to Environmental Procedures Manual 455.05(2)(a) & Exhibit 455-3	0136
141	PC-18.14.04	Outdoor Recreation Property (6(f)) Discipline Report	Refer to Environmental Procedures Manual 455.05(2)(a)	0136
142	PC-18.15	Discipline Reports - Historic, Cultural, and Archeological Resources	Environmental Procedures Manual Section 456 Historic, Cultural, and Archeological Resources	0136
143	PC-18.15.01	Cultural Resources Discipline Report Checklist	Refer to Environmental Procedures Manual 456.05(1) & Exhibit 456-4	0136
144	PC-18.15.02	Cultural Resources Discipline Report	Refer to Environmental Procedures Manual 456.05(1)	0136
145	PC-18.15.03	Section 106	Refer to Environmental Procedures Manual 456.05(2)	0136
146	PC-18.15.03.01	Section 106 Consultation	Refer to Environmental Procedures Manual 456.05(2)	0136
147	PC-18.15.03.02	Section 106 Compliance	Refer to Environmental Procedures Manual 456.05(2)	0136
148	PC-18.15.03.03	Cultural Resource Study	Refer to Environmental Procedures Manual 456.05(2)(c)	0136
149	PC-18.15.03.04	Memorandum of Agreement	Refer to Environmental Procedures Manual 456.05(2)(f)	0136
150	PC-18.16	Discipline Reports - Socio-Economic, Environmental Justice, Transportation, Relocation, and Public Services & Utilities	Environmental Procedures Manual Sections 457, 458, 460, & 470 Socio-Economic, Environmental Justice, Transportation, and Public Services & Utilities	0136
151	PC-18.16.01	Social Discipline Report Checklist	Refer to Environmental Procedures Manual 457.05(1)(a) & Exhibit 457-1	0136
152	PC-18.16.02	Economic Discipline Report Checklist	Refer to Environmental Procedures Manual 457.05(1)(b) & Exhibit 457-2	0136
153	PC-18.16.03	Relocation Discipline Report Checklist	Refer to Environmental Procedures Manual 457.05(1)(c) & Exhibit 457-3	0136
154	PC-18.16.04	Environmental Justice Discipline Report Checklist	Refer to Environmental Procedures Manual 458.05(5) & Exhibit 458-3	0136
155	PC-18.16.05	Environmental Justice Discipline Report	Refer to Environmental Procedures Manual 458.05(5)	0136
156	PC-18.17	Discipline Reports - Visual Impacts, Light and Glare	Environmental Procedures Manual Section 459 Visual Impacts, Light and Glare	0136
157	PC-18.17.01	Visual Quality Discipline Report Checklist	Refer to Environmental Procedures Manual 459.05(1) & Exhibit 459-1	0136
158	PC-18.17.02	Visual Quality Discipline Report	Refer to Environmental Procedures Manual 459.05(1)	0136
159	PC-18.18	Environmental Documentation Complete	MAJOR MILESTONE - All environmental documentation complete prior to Design Approval and Right of Way Approval. See Project Control & Reporting Manual.	
160	PC-19	<b>Environmental Permits</b>	<b>Identify and complete permits required for the project. Permit requirements are scoped as part of the Environmental Review Summary. See Environmental Procedures Manual for procedures.</b>	<b>0138</b>
161	PC-19.01	Corps Section 404 Permit	This permit is needed for discharging, dredging, or placing fill material within waters of the United States or adjacent wetlands. Responsible Agency: Army Corp of Engineers.	0138



162	PC-19.02	Section 10 Permit	This permit is needed for obstructions, alterations, or improvements of any navigable water (e.g., rechanneling, piers, wharves, dolphins, bulkheads, buoys, etc.). Responsible Agency: Army Corp of Engineers.	0138
163	PC-19.03	Coast Guard Section 9	Permission from the Coast Guard on anything that obstructs vessel passage in navigable waters.	0138
164	PC-19.04	Coastal Zone Management Certification	Applicants for federal permits/licenses are required to comply with the states Coastal Zone Management Program (Shoreline Management Act). Corps permits sometimes require WSDOT to receive certification from Ecology that the proposed project will comply with the Coastal Zone Management Program. Responsible Agency: Department of Ecology	0138
165	PC-19.05	HPA	Hydraulic Project Approval (HPA) A permit required for projects that use, divert, obstruct, or change the natural flow or bed of any state waters (e.g. culvert work, realignment, bridge replacement). Responsible Agency: Washington State Dept of Fish and Wildlife.	0138
166	PC-19.06	NPDES	This permit is needed from Ecology for all construction activities (including grading, stump removal, and demolish) on sites one acre or larger and when there is a discharge of stormwater to a surface water (e.g., wetlands, creeks, rivers, marine waters, ditches, estuaries). Ecology will not have to permit for 1 to 5 acres sites until September 2005. Operators of 1 to 5 acre sites may seek coverage under the current permit.	0138
167	PC-19.07	State Waste discharge	This permit is issues by Ecology. Discharges of pollutants to land require a State Wastewater Discharge Permit. Discharges from industrial facilities to municipal wastewater treatment plants require a State Waste Discharge Permit if they haven't been issued a Pretreatment discharge permit by the municipality.	0138
168	PC-19.08	Section 401 Water Quality Certification	A federal permit/license for discharge into navigable waters. Certain Army Corp permits will require a section 401. Responsible Agency: Department of Ecology; and the Environmental Protection Agency (EPA) on federal and tribal land.	0138
169	PC-19.09	Short Term Water Quality Modification	Issued for activities resulting in temporary minor increase in turbidity. Responsible Agency: Department of Ecology.	0138
170	PC-19.10	Forest Practices Permit	Permit required to remove timber or convert timber land. Responsible Agency: Department of Natural Resources.	0138
171	PC-19.11	Aquatic Lands Acquisition & Permit Approval	Projects involving aquatic lands contact Real Estate Services. Responsible Agency: Department of Natural Resources.	0138
172	PC-19.12	Floodplain Development Permit	A permit for any construction activity within the 100 year flood plain as defined by FEMA mapping. Responsible Agency: Department of Ecology, Cities and Counties.	0138



173PC-19.13	Critical Area Ordinance Permit	Local approval or permits may be required for projects impacting areas defined as "critical" by counties and cities under the Growth Management Act (GMA), including wetlands, aquifer recharge areas, wellhead protections areas, frequently flooded areas, geographically hazardous areas, fish and wildlife habitat, and conservation areas. Responsible Agency: Counties and Cities.	0138
174PC-19.14	Noise Variance	Construction and maintenance activities during nighttime hours may require a variance from local noise ordinances. Daytime noise from construction is usually exempt. Responsible Agency: Counties and Cities.	0138
175PC-19.15	Shoreline Permit/Exemption	Required for any contract requiring work within 200 feet of a shoreline of the state as defined by the local agency with jurisdiction. Responsible Agency: Department of Ecology, Cities and Counties.	0138
176PC-19.16	Tribal Approvals & Permits	Anything that tribes have delegated authority for.	0138
177PC-19.17	Miscellaneous Permits & Approvals	Examples include: Federal Aviation Administration (FAA), sole source aquifer, water use permit, etc.	0138
178PC-19.18	Hazardous Material Generation Permit		0138
179PC-19.19	Environmental Permits Received	MILESTONE - All environmental permits acquired for project to go to Ad/Construction.	
<b>180PC-20</b>	<b>Materials (Roadway)</b>	<b>Development of soils, surfacing, and materials reports for project.</b>	<b>0156</b>
181PC-20.01	Pavement Determination	Preliminary recommendations for surfacing materials. See WSDOT pavement interactive guide at <a href="http://www.wsdot.wa.gov/MaintOps/mats/pavementguide.htm">http://www.wsdot.wa.gov/MaintOps/mats/pavementguide.htm</a>	0156
182PC-20.02	Surfacing/Resurfacing Report	A report that lists the recommendations for type, size, & depth of surfacing for each roadway and recommendations for rehabilitation of existing roadways	0156
183PC-20.03	Materials Source Report	A report on a specific WSDOT material source that verifies the quality and quantity of the material requested	0156
<b>184PC-21</b>	<b>Geotechnical Evaluations</b>	<b>Development of Geotechnical reports for project.</b>	
185PC-21.01	Preliminary Site Data	Project design office is to provide a project description and location of work to be performed to Region Materials Engineer. See Design Manual Chapter 510.	0140
186PC-21.02	Environmental Permit for Field Exploration	Field exploration may require permits to complete. Permits need to be provided by the Project Office to HQ Geotechnical Office/Region Materials Office to enable required field work to be started.	0138
187PC-21.03	Conceptual Geotechnical Report	RME/HQ Geotechnical will provide recommendations at the conceptual / feasibility level. Some soil borings may be drilled at this time depending upon project scope and available information.	0140
188PC-21.04	Project Site Data	Site information provided to RME by the project design office (specific to the type of project) to initiate geotechnical work on a project during the design and PS&E phases. See Design Manual Chapter 510.	0140



189	PC-21.05	RME Geotech Report(s)	Region Geotechnical Report containing geotechnical recommendations and information applicable to the project. There is a possibility of multiple reports, depending upon the scope and complexity of the project.	0140
190	PC-21.06	HQ Geotechnical Report(s)	HQ Geotechnical Report containing geotechnical recommendations and information applicable to the project. There is a possibility of multiple reports, depending upon the scope and complexity of the project.	0140
191	PC-22	<b>Structural Site Data</b>	<b>Site data to the Bridge and Structures Office, HQ Geotechnical Office, or Region Materials Office. May include base maps, photos, drawing or reports.</b>	<b>0144</b>
192	PC-22.01	Bridge Site Data	Structure Site Data to be sent to HQ Bridge for design and PS&E. See Design Manual Chapter 1110.	0144
193	PC-22.02	Wall Site Data	Structure Site Data to be sent to HQ Bridge, HQ Geotechnical, or Region Materials for design and PS&E. See Design Manual Chapter 1130.	0144
194	PC-22.03	Noise Wall Site Data	Plan and profile along centerline of the wall. Data to be sent to HQ Geotechnical or Region Materials for design. See Design Manual Chapter 1140.	0144
195	PC-22.04	Noise Barrier Height & Verification Analysis	This deliverable uses more detailed design data to optimize barrier height and verify that feasibility and requirements are met.	0144
196	PC-23	<b>Structure Design</b>	<b>Development of structures reports and contract plans, specifications, and estimates (PS&amp;E).</b>	<b>0145</b>
197	PC-23.01	Bridge Condition Report	A Report produced by the Bridge Office which describes the condition of the deck and general information about the structure.	0145
198	PC-23.02	Preliminary Bridge Plan	Preliminary plan showing location, length, type of structure (TS&L) and estimate.	0145
199	PC-23.03	Demolition Plan	Development and/or review of demolition plans .	0145
200	PC-23.04	Sign Structure Design	Cantilever and monotube sign structures and bridges.	0145
201	PC-23.05	Noise Wall Design	Document/design noise walls that are non-standard or are part of a retaining wall.	0145
202	PC-23.06	Retaining Wall Design	Document/design non standard retaining walls & soldier pile walls	0145
203	PC-23.07	Bridge Rails/Expansion Joints Design	Document/design rehabilitation of bridge rails, expansion joints and bridge decks	0145
204	PC-23.08	Other Structure Design	Document/design tunnels, approach slabs, emergency repairs and other structural design.	0145
205	PC-23.09	Consultant Structural Plans Review	60%, 90% or 100% review of all structural plans produced by consultants	0145
206	PC-23.10	90% Bridge & Structures Plan	90% Plans turn-in to the regions 4 weeks prior to 100% turn-in	0145
207	PC-23.11	Bridge & Structures PS&E	100% Plan, Specials and Estimates ready for region 12 week review.	0145
208	PC-24	<b>Roadway Design</b>	<b>Development of earthwork design and channelization design. Also includes minor safety design and documentation.</b>	
209	PC-24.01	Preliminary Intersection Plan	Plans that are required for any increases in capacity, modification of channelization, or change of intersection geometrics, see Design Manual Chapter 910.	0174





210	PC-24.02	Preliminary Interchange Plan	Preliminary geometric elements for interchanges on the project	0174
211	PC-24.03	Preliminary Channelization Plan	Preliminary plans that show the separation of traffic movements into delineated paths of travel, see Design Manual Chapter 910.	0174
212	PC-24.04	Preliminary Earthwork Quantities	Preliminary calculations for embankment, roadway excavation, and other earth moving volumes.	0174
213	PC-24.05	Alignments	Finalization of the horizontal and vertical alignments for each roadway in the project, see Design Manual Chapters 620 & 630.	0174
214	PC-24.06	Intersection Plan for Approval	A plan that address the intersection design considerations in accordance with Design Manual Chapter 910	0174
215	PC-24.07	Interchange Plan for Approval	A plan that address the interchange design considerations in accordance with Design Manual Chapter 940	0174
216	PC-24.08	Channelization Plan	A plan that address the channelization design considerations in accordance with Design Manual Chapter 910.	0174
217	PC-24.09	Earthwork Quantities	Earthwork calculations for roadway excavation and embankment volumes.	0174
218	PC-24.10	Roadway Sections	Geometric roadway cross section from the subgrade to finish grade	0174
219	PC-24.11	Roadside Safety	Address items on the Clear Zone Inventory and any other safety items that have been discovered including documenting a decision to fix or not. Design Manual Chapter 700	0174
220	PC-24.12	Minor Safety Documentation	Paving projects (P1) have opportunities to improve minor deficiencies as part of the preservation work. See Design Manual Chapter 410.	0176
221	PC-25	Hydraulics	<b>The Hydraulic Report is intended to serve as a complete documented record containing the engineering justification for all drainage modifications that occur as a result of the project. See Hydraulics Manual.</b>	0148
222	PC-25.01	Type A Reports	Type A Hydraulic Reports contain documentation of design for major hydraulic work. See the Hydraulics Manual.	0148
223	PC-25.02	Type B Reports	Type B Hydraulics Reports contain documentation of design for hydraulics. See the Hydraulics Manual.	0148
224	PC-25.03	Hydraulic Summary	At the Regions discretion smaller projects may replace a Type B report with a Hydraulic Summary, see the Hydraulics Manual and Region Hydraulics Engineer for more information.	0148
225	PC-25.04	Special Reports	Special reports contain specialized hydraulic analysis such as bridge backwater analysis, scour and other special reports.	0148
226	PC-25.05	Hydraulic Report Approved	MILESTONE - Hydraulics Report Approved for project.	
227	PC-26	Partnerships	<b>A contract entered into by two or more groups.</b>	0109



228	PC-26.01	Local Agencies Agreements/MOU's	A contract between the Washington State Department of Transportation and a local governmental agency that includes an offer and an acceptance. Agreements are necessary to accomplish the transfer of funds into and out of state accounts for goods and services.	0109
229	PC-26.02	Other Agencies Agreements/MOU's	A contract between the Washington State Department of Transportation and other governmental agencies or non-governmental agencies that includes an offer and an acceptance. Agreements are necessary to accomplish the transfer of funds into and out of state accounts for goods and services.	0109
230	PC-26.03	Tribal Agreements/MOU's	A contract between the Washington State Department of Transportation and a tribal government that includes an offer and an acceptance. Agreements are necessary to accomplish the transfer of funds into and out of state accounts for goods and services.	0109
231	PC-26.04	Developer Agreements/MOU's	A contract between the Washington State Department of Transportation and a private developer that includes an offer and an acceptance. Agreements are necessary to accomplish the transfer of funds into and out of state accounts for goods and services.	0109
232	PC-27	<b>Railroad</b>	<b>Communication and tasks related to Railroads. Contact the Region Utilities Office.</b>	<b>0158</b>
233	PC-27.01	Preliminary Relocation Plan	A plan that shows railroad facility relocations/adjustments by WSDOT and needs preliminary design plans.	0158
234	PC-27.02	Existing Railroad Facilities Located	Locate existing railroad facilities in the field.	0158
235	PC-27.03	Existing Railroad Facility Plan	A plan showing the location of known railroad facilities. This plan should include all additional data acquired to insure the accuracy needed for the project.	0158
236	PC-27.04	Updated Railroad Facility Location plan	An update and/or enhancement of the quality of the railroad location information.	0158
237	PC-27.05	Railroad Facilities Relocation Plan	A plan showing railroad relocations/adjustments by DOT.	0158
238	PC-27.06	Railroad Agreements	A contract between the Department and a railroad for work by either party where the department will receive or pay funds.	0158
239	PC-28	<b>Right of Way (R/W) Engineering</b>	<b>Property required for a public facility, includes square footage, access rights, easements, and any property impacts as defined in the Right of Way Manual Division 6.</b>	
240	PC-28.01	Preliminary Right of Way	Determination of approximately how much additional Right of Way will be needed to construct the project. Includes any property impacts as defined in the Right of Way Manual Division 6.	0119
241	PC-28.02	R/W Plans	HQ R/W Plans Section makes the final review and then the Plan is stamped & signed by the responsible Project Engineer. Right of Way acquisition cannot begin without plan approval. See Plans Preparation Manual (PPM) Section 130.09.	0124
242	PC-28.03	Sundry Site Plans	Legal Document/Right of Way Plan showing boundary of property to be acquired by WSDOT that is not adjacent to highway right of way. Typically these would include mitigation sites, stormwater treatment areas, and maintenance sites.	0124



243	PC-28.04	DNR Plat	Legal Document prepared by WSDOT HQ R/W Plans Office showing a survey of property to be acquired from the Department of Natural Resources - Either uplands or aquatic	0124
244	PC-28.05	Monumentation Map	The official state survey document for state highway R/W alignment, see Plans Preparation Manual (PPM) 1010	0119
245	PC-28.06	Record of Survey	Public Record filed with the County Auditor used to preserve the evidence of land surveys. The content and format of Record of Surveys are prescribed by law.	0119
246	PC-28.07	Land Corner Records	Written record of corner information as prescribed by the Department of Natural Resources, used to perpetuate or establish land corners and their accessories.	0119
247	PC-28.08	Permit to Destroy	Application made to Department of Natural Resources requesting permission to remove or destroy monuments or make them inaccessible.	0119
248	PC-28.09	R/W Plan Approved	MILESTONE - R/W Plans are submitted to the Region R/W Plans Office for review and transmittal to HQ for approval in accordance with Plans Preparation Manual (PPM) Section 130.08	
<b>249</b>	<b>PC-29</b>	<b>Right of Way Acquisition</b>	<b>WSDOT Real Estate Services performs and coordinates all real estate transactions for the department, and issues guidelines for all state agencies engaged in real estate activities covered by the Uniform Relocation Assistance and Real Property Acquisition Policies Act.</b>	
250	PC-29.01	Preliminary Right of Way Costs	Initial estimate as to what Right of Way costs will be.	0168
251	PC-29.02	Ownership Interests and Encumbrances (Title Reports)	Legal records that defines property interest and boundaries needed to prepare the R/W Plans.	0220
252	PC-29.03	Right of Entry	Field investigations and field explorations, other than land surveying, that are obtrusive in nature require a Right of Entry from the property owner. RCW 47.01.170	0220
253	PC-29.04	Project Funding Estimate (PFE)	A parcel by parcel estimate of all right of way and condemnation costs.	0222
254	PC-29.05	R/W Funding Approved	MILESTONE - Work Order set up by Program Management and authorizes funding. Notification to RES to proceed with R/W acquisition.	
255	PC-29.06	Parcel (Parcel ID)	The process of securing the property needed for highway improvements that conforms with Federal and State regulations called the Uniform Relocation and Acquisition Act. It includes, but is not limited to square footage, access rights, and easements. This element of the MDL can be repeated in the project work breakdown structure for individual parcels.	
256	PC-29.06.01	Appraisal/Administrative Offer Summary	An analysis of real estate market used to estimate the value of the real property and the damages to the remaining property.	0222
257	PC-29.06.02	Review & Determination of Value	Appraisal Review checks the accuracy of the appraisal data and the soundness of the appraisers reasoning then writes a determination of value (DV) which is the amount of money to be offered to the property owner for the property needed for the highway project.	0224
258	PC-29.06.03	Document Development	Development of legal descriptions for real property or property rights to be acquired.	0220



259	PC-29.06.04	Negotiations	The formal offer to purchase, including payment and recording of documents.	0220
260	PC-29.06.05	Purchase	The formal transaction for real property and damages to remaining property.	0220
261	PC-29.06.06	Property Management	Tenant leases are signed, rents collected, property is secured if vacant to prevent vandalism. Demolition of improvements if needed.	0211
262	PC-29.06.07	Condemnation	A judicial process to acquire property where the state has been unable to reach a settlement through negotiation. This is handled by the office of the Attorney General.	0230
263	PC-29.06.08	Possession & Use	A regional or judicial formal document that grants the State the ability to possess and use the property in its construction project prior to the condemnation trial.	0230
264	PC-29.06.09	Relocation	A program of benefits to assist owners, tenants, businesses, farms and non profit organizations that are being displaced by a highway project to move to replacement facilities.	0240
265	PC-29.07	R/W Certification	MAJOR MILESTONE - Date the Region RES Manager assures all right of way necessary for construction, operation, and maintenance has been obtained and that no displace remains in the project limits. This process is required before construction is advertised for bids.	
266	PC-30	Roadside Restoration	<b>WSDOT projects that disturb operational, environmental, visual and auxiliary functions (see Chapter 110 of the Roadside Manual) must be restored according to the policy set forth in the Roadside Classification Plan.</b>	0162
267	PC-30.01	Roadside Master Plan	A Roadside Master Plan may be prepared for a route or portion of a route where conditions require coordination of planning, design, construction, and maintenance activities with anticipated route development, construction projects, environmental or other commitments, and/or a special route designation. See the Roadside Classification Plan.	0162
268	PC-30.02	Restoration Estimate	Region Landscape Architects or the HQ Roadside and Site Development Unit prepares a restoration estimate which includes all costs to restore and establish a sustainable plant community per the Roadside Classification Plan, 1996, Chapter 810.	0162
269	PC-30.03	Landscape Design	Landscape design and revegetation plans are required when the project disturbs the roadside. See the Roadside Classification Plan and Roadside Manual Chapter 800.	0162
270	PC-31	Traffic Design	<b>Gathering of traffic data and development of Traffic reports, studies, designs, and plans.</b>	
271	PC-31.01	Collision Data	Validate accident data. Update / supplement if necessary	0150
272	PC-31.02	Preliminary Traffic Analysis Report	A report that identifies safety and/or capacity deficiencies and list of recommendations including geometric configurations and appropriate traffic control devices.	0150
273	PC-31.03	Preliminary Illumination Design	Scope illumination system using appropriate design matrix and design level. Identify project specific issues and needs	0152
274	PC-31.04	Preliminary ITS Design	Scope ITS system in accordance with Region ITS Implementation Plan.	0152



275PC-31.05	Preliminary Signing Design	Scope signing system using appropriate design matrix and design level. Identify project specific issues and needs	0152
276PC-31.06	Preliminary Signal Design	Scope signal system using appropriate design matrix and design level. Identify project specific issues and needs	0152
277PC-31.07	Bus Stop Inventory	Design decisions . Approval, denial, or variance per engineering and traffic considerations.	0150
278PC-31.08	Traffic Volumes & Movements	Validate traffic counts. Update / supplement if necessary	0150
279PC-31.09	Traffic Model	Validate traffic model. Update/supplement if necessary	0150
280PC-31.10	Traffic Analysis Report	Finalize traffic analysis report	0150
281PC-31.11	Traffic Signal Permit	State statutes (RCWs) require Department of Transportation approval for the design and location of all conventional traffic signals and some types of beacons located on city streets forming parts of state highways. Approval by the Department of Transportation for the design, location, installation, and operation of all other traffic control signals installed on state highways is required by department policy. The Traffic Signal Permit (DOT Form 242-014 EF) is the formal record of the department's approval of the installation and type of signal. The permit is completed by the responsible agency and submitted to the Regional Administrator for approval.	0152
282PC-31.12	Illumination Design	Document project specific design decisions, deviations, justifications, and other approvals. Request soils investigation, foundation design, utility service agreement.	0152
283PC-31.13	ITS Design	Document project specific design decisions, deviations, justifications, and other approvals. Request soils investigation, foundation design, utility service agreement.	0152
284PC-31.14	Signing Design	Document project specific design decisions, deviations, justifications, and other approvals. Request soils investigation, foundation design, utility service agreement.	0152
285PC-31.15	Signal Design	Document project specific design decisions, deviations, justifications, and other approvals. Request soils investigation, foundation design, utility service agreement.	0152
286PC-32	Utilities	<b>The Utility Accommodation Team evaluates and authorizes the installation of utilities and other facilities or activities within the state highway right of way.</b>	0160
287PC-32.01	Existing Utilities Located	Locate existing utilities in the field to level of accuracy required. Can vary from quality level D (most basic) to quality level A (Subsurface Utility Engineering (SUE)). See Utilities Manual.	0160
288PC-32.02	Existing Utility Plan	A plan showing the location of known aerial and underground utility facilities. This plan should include all additional data acquired to insure the accuracy needed for the project.	0160
289PC-32.03	Utility Relocation Plan	A plan showing utility relocations/adjustments by DOT.	0160





290	PC-32.04	Utility Agreements	A contract between the Department and a utility for work by either party where the department will receive or pay funds.	0160
291	PC-33	Work Zone Traffic Control (WZTC)	<b>The planning, design, and preparation of contract documents for the modification of traffic patterns during construction is known as work zone traffic control. See Design Manual Chapter 810.</b>	0154
292	PC-33.01	Preliminary TC Plans	A conceptual plan to provide safety in a work zone for the traveling public and the workers. See Design Manual Chapter 810.	0154
293	PC-33.02	Work Zone Traffic Control Meeting	A meeting with the Work Zone Traffic Control (WZTC) team to discuss various traffic control strategies for the project. See Design Manual Chapter 810.	0154
294	PC-33.03	Staging Design	A strategy for staging the work and/or developing detour plans that are efficient, cost effective, and safe. See Design Manual Chapter 810.	0154
295	PC-34	Design Documentation	<b>Design documentation is prepared to record the evaluations by the various disciplines that result in design recommendations. See Design Manual Chapter 330.</b>	0172
296	PC-34.01	Design Documentation Package	A compilation of assumptions, decisions, justifications, and approvals that support the ultimate design of the project, to include review of the package. See Design Manual Section 330.06	0172
297	PC-34.02	Deviation	A documented decision granting approval at project specific locations to differ from the design level specified in the Design Manual.	0172
298	PC-34.03	Evaluate Upgrade	Documentation of whether or not to correct an existing design element as designated in the design matrices.	0172
299	PC-34.04	Design Exception	Preauthorization to omit correction of an existing design element for various types of projects, as designated in the design matrices. See Chapter 325. A DE designation indicates that the design element is normally outside the scope of the Project Type.	0172
300	PC-34.05	Design Approved	MILESTONE - An action taken to formally approve the Design (Documentation) File, see Design Manual Section 330.07	
301	PC-35	Design-Build Procurement	<b>(Note: Review Contract Ad &amp; Award and Construction Milestones for additional Design Build Reporting Milestones.)"</b>	
302	PC-35.01	RFQ	The Request for Qualifications is a document asking interested proposing teams to submit a well defined package outlining historical information related to capabilities, experience and past performances on specific issues pertinent to the design-build project.	0190
303	PC-35.02	Draft RFP	The draft Request for Proposals is documentation furnished to interested proposing teams to guide the preparation and submittal of qualifications and proposals.	0190
304	PC-35.03	RFP	The final Request for Proposals document.	0190



305	PC-35.04	Technical & Price Evaluation	A systematic scoring of proposals in two parts. First, the Technical Proposal is scored, according to criteria published in the RFP. Second, the Price Proposals are opened and evaluated for completeness and conformance with the requirements in the RFP. The technical score is then divided by the price of qualified proposals to arrive at the final score.	0191
306	PC-36	Contract Plan Sheets Preparation	<b>Development of the Contract Plansheets. See Plans Preparation Manual (PPM) M22-31.</b>	
307	PC-36.01	Contract Plan Workforce Hammock	This task is a hammock task for uniform resource loading the effort involved with contract plan preparation. This task is used when the plan sheet deliverables are constrained by other activities or dates and are not resource loaded. When used, this task will have no constraints, in order to have the task span the entire duration of plan preparation (parent or summary activity).	0178
308	PC-36.02	Index	Required on all projects with 30 plan sheets or more, see Plans Preparation Manual (PPM) Chapter 460.	0178
309	PC-36.03	Vicinity Map	A plan sheet that is required for all projects to show the approximate location of the project on the state route, see Plans Preparation Manual (PPM) Chapter 460.	0178
310	PC-36.04	Summary of Quantities	These plans are a complete tabulation of all bid items and pay quantities required for the project, see Plans Preparation Manual (PPM) Chapter 460.	0178
311	PC-36.05	Reclamation Plans	Plans that are required on all WSDOT projects that contain a WSDOT furnished material source, including borrow, pit, quarry, stockpile, waste site, and reclamation plans. See Plans Preparation Manual (PPM) Chapter 460.	0178
312	PC-36.06	Roadway Section Plans	Plans that show the geometric roadway cross section from subgrade up to finished grade, see Plans Preparation Manual (PPM) Chapter 460.	0178
313	PC-36.07	Grading Section Plans	Plans that show finished ground contours, see Plans Preparation Manual (PPM) Chapter 460.	0178
314	PC-36.08	Stage Construction Plans	These plans show the different stages required to construct the project. See Plans Preparation Manual (PPM) Chapter 460.	0178
315	PC-36.09	Alignment / Right of Way Plans	Plans that contain horizontal alignment & R/W information, see Plans Preparation Manual (PPM) Chapter 460.	0178
316	PC-36.10	Quantity Tabs	Plans that tabulate quantities and identifies locations and notes pertaining to specific bid items, see Plans Preparation Manual (PPM) Chapter 460.	0178
317	PC-36.11	Site Preparation Plans	These plans show existing topography, removal & demolition work, see Plans Preparation Manual (PPM) Chapter 460.	0178
318	PC-36.12	Existing Utilities Plan	This is an extension of the Site Preparation Plan and is only required if the existing utilities are so extensive that they cannot be clearly shown of the site preparation plans. See Plans Preparation Manual (PPM) Chapter 460.	0160
319	PC-36.13	Environmental and/or Wetland Mitigation Plans	A plan sheet that identifies wetland mitigation. See Plans Preparation Manual (PPM) Chapter 460.	0162



320	PC-36.14	Roadway Profiles	Plans that identify a change in the vertical alignment of the roadway, see Plans Preparation Manual (PPM) Chapter 460.	0178
321	PC-36.15	TESC Plans	These plans are required if the project involves land disturbance, to include Qtabs, Plansheets, and Details. see Plans Preparation Manual (PPM) Chapters 460 and 750.	0162
322	PC-36.16	Drainage Plans	Plans that show how the drainage system relates to the rest of the project, including Drainage Structure Notes, Drainage Profiles, and Drainage Details. See Plans Preparation Manual (PPM) Chapter 460.	0178
323	PC-36.17	Utility Plans	Plans that are required when there is work on existing utilities as part of the contract, to include Utility Structure Notes and utility details. See Plans Preparation Manual (PPM) Chapter 460.	0160
324	PC-36.18	Irrigation Plan	These plans are developed by the Region Landscape Office. Includes Irrigation Structure notes and details. See Plans Preparation Manual (PPM) Chapter 460.	0162
325	PC-36.19	Landscape Plan	Plans that are developed by the Region Landscape Office. Includes Qtabs and details. See Plans Preparation Manual (PPM) Chapters 460 and 750.	0162
326	PC-36.20	Interchange Contours	Plansheets showing the contour grading of interchanges. See Plans Preparation Manual (PPM) Chapter 460.	0178
327	PC-36.21	Paving Plans	Plans that show total roadway widths to be paved, including Qtabs and details. See Plans Preparation Manual (PPM) Chapter 460.	0178
328	PC-36.22	Pavement Marking Plans	Plans that show the type and location of pavement markings for the project, including Qtabs and details. See Plans Preparation Manual (PPM) Chapter 460.	0178
329	PC-36.23	Minor Structures Plans	Plans that show the information required to construct retaining walls, etc. Includes Qtabs, profiles, and details. See Plans Preparation Manual (PPM) Chapters 460 and 750.	0145
330	PC-36.24	Illumination Plan	Plans that show street lighting, including Qtabs and details. See Plans Preparation Manual (PPM) Chapter 460.	0152
331	PC-36.25	Traffic Signal Plans	Plans developed by the Region or HQ Traffic Office, including details. See Plans Preparation Manual (PPM) Chapter 460.	0152
332	PC-36.26	ITS Plan	Plans normally developed by the Region Traffic Office that show how to construct Intelligent Transportation Systems, including details. See Plans Preparation Manual (PPM) Chapter 460.	0152
333	PC-36.27	Signing Plans	Plan sheets developed in accordance with Plans Preparation Manual (PPM) Chapter 460. Includes sign specification sheets and details.	0152
334	PC-36.28	Bridge Plan	Bridge plans are prepared by the Headquarters Bridge & Structures Office, see Plans Preparation Manual (PPM) Chapter 460.	0145
335	PC-36.29	Wall Plans	Plans that show the information required to construct major walls and noise walls. See Plans Preparation Manual (PPM) Chapters 460 and 750.	0145



336	PC-36.30	Sign Structure Plans	These plans show the details for overhead sign structures. See Plans Preparation Manual (PPM) Chapter 460.	0145
337	PC-36.31	Building Plans	Plans that show building structures, to include Qtabs, and details. See Plans Preparation Manual (PPM) Chapter 460.	0145
338	PC-36.32	Traffic Control Plans	These are site specific work zone traffic control plans, see Plans Preparation Manual (PPM) Chapter 460.	0154
339	PC-36.33	Detour Plan	Plans that show the route to be used as a detour while the project is being constructed. See Plans Preparation Manual (PPM) Chapters 460 and 750.	0154
<b>340</b>	<b>PC-37</b>	<b>Contract Specifications Development</b>	<b>Development of Contract Provisions. See Plans Preparation Manual (PPM).</b>	
341	PC-37.01	Contract Specifications	Development of Contract Provisions, Amendments, General Special Provisions, and appendices. See Plans Preparation Manual (PPM) Division 6.	0179
342	PC-37.02	Summary of Geotechnical Conditions	HQ Geotechnical and/or Region Materials prepares summary of geotechnical conditions for inclusion into the PS&E as Appendix B.	0140
<b>343</b>	<b>PC-38</b>	<b>Construction Estimate Development</b>	<b>Development of Contract Estimates for costs and time. See Plans Preparation Manual (PPM).</b>	<b>0167</b>
344	PC-38.01	Engineer's Cost Estimate of Construction	An estimate used to initiate funds for the construction activity and to evaluate the contractor's bids, see Plans Preparation Manual (PPM) Division 8.	0167
345	PC-38.02	Lump Sum Breakout	Calculations for determining estimate of Lump Sum items.	0167
346	PC-38.03	Working Day Estimate	Contract time determined in accordance with Plans Preparation Manual (PPM) Appendix A6	0167
<b>347</b>	<b>PC-39</b>	<b>Construction Permits</b>	<b>Development and documentation of permits from other public agencies for work to be done outside of WSDOT right of way and within other public agency right of way.</b>	<b>0181</b>
348	PC-39.01	Construction Permits	Construction Permits accommodate WSDOT activities on public owned right of way. See Design Manual, Section 1410.04.	0181
349	PC-39.02	Haul Road and Detour Agreement	When the project provides a materials source, or requires traffic to be detoured from the state highway, the region is required to acquire agreements with the owners of the roads that will be used as the haul route or the detour route. See Plans Preparation Manual (PPM) Section 750.10.	0181
350	PC-39.03	Turnback Agreement	Areas for relinquishment are areas that the state acquires for the improvement or construction of roads that will not remain a part of the highway system. See Plans Preparation Manual (PPM) Chapter 130.	0181
<b>351</b>	<b>PC-40</b>	<b>Constructability Reviews</b>	<b>To develop a quality project, WSDOT uses a series of reviews at predetermined stages of project development. These reviews, called constructability reviews, attempt to ensure that: project development process is on schedule; project definition and estimates are correct; project is buildable; project is maintainable; and project documents are biddable.</b>	<b>0180</b>



352	PC-40.01	Scoping Phase Review (PDR)	Scoping Phase Review	0180
353	PC-40.02	0% Constructability Review	Transitional / Design Re-Start Review	0180
354	PC-40.03	30% Constructability Review	Geometric Review	0180
355	PC-40.04	60% Constructability Review	General Plans Review	0180
356	PC-40.05	90% Constructability Review	Contract Plans Review	0180
357	PC-41	<b>PS&amp;E Reviews</b>	<b>Plans Specifications &amp; Estimate (PS&amp;E) Reviews. Check for completeness and compatibility between the Plans, Specifications and Estimate.</b>	<b>0181</b>
358	PC-41.01	Local Agency Review	A check of the plans, specification and estimate by a local governmental or non-governmental agency or tribal nation to ensure compliance with established agreements or memorandum of understandings.	0181
359	PC-41.02	Region PS&E Review	Region Project Office submits PS&E package to Region for review.	0181
360	PC-41.03	State Materials Justification/Approval	Justification for use of State Furnished Materials and approval by the ASDE.	0181
361	PC-41.04	Proprietary Item Approval	Item approved with final PS&E to Region and a copy to job file.	0181
362	PC-41.05	HQ PS&E Review	Region forwards PS&E package to Headquarters for review.	0181
363	PC-41.06	FHWA PS&E Review	Headquarters forwards PS&E package to FHWA for review.	0181
364	PC-41.07	FRA PS&E Review	Headquarters forwards PS&E package to Federal Railroad Administration (FRA) for review.	0181
365	PC-41.08	Federal Transit Agency (FTA) PS&E Review	Headquarters forwards PS&E package to FTA for review.	0181
366	PC-41.09	Final Signed PS&E to Region	MILESTONE - Project Manager returns stamped and signed AD ready PS&E package to the Region.	
367	PC-41.10	Ad Package to Headquarters	MILESTONE - Final PS&E to HQ with all appropriate attachments as required on the Final Check Sheet, five(5) days prior to the scheduled Ad date.	
368	PC-42	<b>Project Shelf</b>	<b>Completion milestones and documentation for projects not funded for construction. Re-start milestones for projects coming off the shelf for advertisement.</b>	<b>0187</b>
369	PC-42.01	Incomplete Project to Shelf	MILESTONE - The date that an incomplete project goes to a holding area (called "the shelf"). This project is not ready for advertisement and will need to undergo further design/adjustments and reviews.	
370	PC-42.02	AD Ready Project to Shelf	MILESTONE - The date that a fully designed, reviewed and permitted project goes to a holding area (called "the shelf"). This project is ready for advertisement without any further adjustments or reviews	
371	PC-42.03	Shelf to AD Ready	MILESTONE - Date project is taken off shelf.	
372	PC-42.04	Shelf/Ad Ready Letter	A Memo from the Project Engineer to the Assistant Region Administrator for Project Development to formally suspend work on a project until a later date.	0187
373	PC-42.05	Estimate to Make AD Ready	Estimate of scope, time, and cost to get an incomplete, "shelved", project ready for advertisement	0187





<b>374PC-43</b>	<b>Contract Ad &amp; Award</b>	<b>Advertisement and award of construction contracts. See Ad and Award Manual.</b>	
375PC-43.01	Construction Funding Approval	MILESTONE - Official approval from HQ Program Management and FHWA (if federal funds are used) to move ahead with the advertisement of the construction phase of a project	
376PC-43.02	Printing	Reproduction and distribution of plans, specifications, and bid proposal package. Contact HQ Printing Services for information.	0189
377PC-43.03	Project Geotechnical Documentation Package	Printing of pertinent geotechnical reports for sale to prospective bidders. Prepared by HQ Geotechnical and/or Region Materials and printed by HQ Printing Services.	0140
378PC-43.04	Advertisement (AD Date)	MAJOR MILESTONE - Date the project is first advertised for bid.  (Note: For Design-Build, this is reported as the RFP date)"	
379PC-43.05	Addendum Deadline	MILESTONE - Date addenda are due in headquarters. 14 calendar days prior to the scheduled bid opening.	
380PC-43.06	Bid Opening	MAJOR MILESTONE - Public opening and reading of sealed bids  (Note: For Design-Build projects, this is reported as the selection date)"	
381PC-43.07	Award	MAJOR MILESTONE - Official notice of award of the contract to the successful bidder.  (For Design-Build projects, this is reported as the Contract Award date)"	
<b>382PC-44</b>	<b>Construction Milestones</b>	<b>Project Control and Reporting milestones for Construction phase of the project. Estimates here are for the Preconstruction phase and will be revised/updated when project is in construction phase.</b>	
383PC-44.01	Contract Execution	MAJOR MILESTONE - Project Control & Reporting (PC&R) Milestone. This is the date when the Department signs the actual contract with the contractor. This typically occurs within 21 days following contract award. See 1-03.3 of the Standard Specifications for further detail.  (Note: For Design-Build projects, this is reported as the Notice to Proceed date)"	
384PC-44.02	Construction Start	MAJOR MILESTONE - Project Control & Reporting (PC&R) Milestone. This is the date when work actually starts on building the project and activity might be seen on the site. The first day that can be charged against the contract. This day is usually the 10th calendar day following execution but is also sometimes changed by Special Provision. See 1-08.5 and contract special provisions for further details.	



385PC-44.03	Operationally Complete	MAJOR MILESTONE - Project Control & Reporting (PC&R) Milestone. This is the date when the intended end user (the public in the case of facilities such as highways and ferry terminals, WSDOT employees in the case of facilities) has free and unobstructed use of the facility. In some cases, the facility will be open, but minor work items may remain to be completed. See 1-01.3 of the Standard Specifications for further details (Substantial Completion).	
386PC-44.04	Final Contract Completion	MAJOR MILESTONE - Project Control & Reporting (PC&R) Milestone. This is the date when the contract is finalized. All contractual work will have been completed and all payments to contractors will have been completed. After all contractual obligations have been fulfilled, the Department accepts the contract as complete by signature of the Secretary on the Final Contract Voucher Certification. See 1-01.3 and 1-05.12 of the Standard Specifications for further detail.	
<b>387CN</b>	<b>Construction</b>		
<b>388CN-PE</b>	<b>Project Engineer Contract Support Activities</b>	<b>CN-PE-01 through PE-09</b>	
389CN-PE-01	Project Management	See Project Management On-line Guide (PMOG) <a href="http://www.wsdot.wa.gov/Projects/ProjectMgmt/">http://www.wsdot.wa.gov/Projects/ProjectMgmt/</a>	
390CN-PE-01.06	Managing the Project Hammock Task	Hammock task to assign and account for the resource needs and effort required to manage the project.	
391CN-PE-01.07	Project Management Plan	The Project Management Plan describes both the Project Performance Baseline for the project deliverables and the schedule and budget plans for delivering them, and the Project Management Methods that will be used by the Project Team during their delivery. See Project Management On-line Guide (PMOG) for details. <a href="http://www.wsdot.wa.gov/Projects/ProjectMgmt/">http://www.wsdot.wa.gov/Projects/ProjectMgmt/</a>	
392CN-PE-01.08	Endorsement	MILESTONE - Endorsement is the process of gaining the commitment of the Project Team then the endorsement of the Management entities responsible for the resources needed to successfully execute the Project Management Plan. The process is a formal one and culminates in documented commitment of support by the Team members, management and others - customers, team and sponsors as appropriate. See Project Management On-line Guide (PMOG) for details. <a href="http://www.wsdot.wa.gov/Projects/ProjectMgmt/">http://www.wsdot.wa.gov/Projects/ProjectMgmt/</a>	
393CN-PE-02	Bridge Technical Advisor	Bridge engineer assigned to be an advisor to a construction project.	
394CN-PE-02.01	Bridge Technical Advisor Assigned		
395CN-PE-03	Geotechnical Advisor	Provides support to the Region during construction. Much like a Bridge Technical Advisor.	
396CN-PE-03.01	Geotechnical Advisor Assigned		
397CN-PE-04	Consultant Administration		
398CN-PE-04.01	Management of Consultant On-Call Agreement	The process of ensuring the original design consultant is available for services during construction under a legally binding agreement. See Consultant Procedures Manual.	



399	CN-PE-04.02	Management of Disputes Review Board Agreements	The process of ensuring State and Third Party members of Disputes Review Board are available for services during the construction project under legally binding agreements. See Consultants Procedures Manual.	
400	CN-PE-05	Qualified Tester Program	Headquarters Materials Lab program that establishes uniform testing procedures, insures that testing staff is qualified in performing the testing procedures, and provides regular review. See Construction Manual 9-5.5	
401	CN-PE-05.01	Qualify Field Staff		
402	CN-PE-06	Public Outreach	The public should be notified of upcoming construction projects. Contact the Communications office for additional information.	
403	CN-PE-06.01	Communication Plan Developed		
404	CN-PE-06.02	Communication with Public Completed		
405	CN-PE-07	Change Management	Active identification and assessment of encountered change using the change management plan including obtaining proactive endorsement (by the necessary authority) of changes to project scope, schedule, or budget before the change is implemented.	
406	CN-PE-07.01	Changes and Issue Resolutions Documented		
407	CN-PE-08	Mapping	CN-PE-08.01 through 08.02 Mapping necessary for R/W Maintenance	
408	CN-PE-08.01	Surveying	R/W research, layout and maintenance of R/W, R/W markers, and R/W controls.	
409	CN-PE-08.02	Records	Actions necessary to record R/W surveying activities with local county governments and the maintenance of department R/W records	
410	CN-PE-09	Conveyances & Permits	Management of Permits, easements, etc granted to WSDOT for completion of the contract work.	
411	CN-PE-09.01	Permit/Easement Conditions Met		
412	CN-CC	Contract Completion	CN-CC-01 through CC-05 General Term for the various stages of contract completion	
413	CN-CC-01	Substantial Completion	A Stage of completion where the contract work has progressed to the extent that the Contracting Agency has full use and benefit of the facilities. See 1-01.3 of the Standard Specifications for further details	
414	CN-CC-01.01	Substantial Completion Letter Sent to Contractor		
415	CN-CC-02	Physical Completion	A stage of completion where all physical work of the contract has been completed. See 1-01.3 of the Standard Specifications for further details.	
416	CN-CC-02.01	Physical Completion Letter Sent to Contractor		
417	CN-CC-03	Completion	A stage of completion that generally follows Physical completion where all administrative paperwork required by the contract has been submitted. All aspects of the work both physical and administrative are completed and the job is now ready for Acceptance by the Secretary of the Department. See 1-01.3 and 1.08.9 of the Standard Specifications for further details	



418	CN-CC-03.01	Letter of Completion sent to Secretary		
419	CN-CC-04	Contract Acceptance	After all contractual obligations have been fulfilled the Department accepts the contract as complete by signature of the Secretary on the Final Contract Voucher Certification. See 1-01.3 and 1-05.12 of the Standard Specifications for further detail	
420	CN-CC-04.01	Endorsement of Final Contract Voucher		
421	CN-CC-05	FHWA Stewardship Acceptance	An act of acceptance by FHWA for work completed under the contract. This Federal Stewardship action clears the way for completion of Federal funding for the contract. Refer to the FHWA/WSDOT Stewardship Agreement, Construction Monitoring Plan for further details.	
422	CN-CC-05.01	Letter of Stewardship accepted by FHWA		
423	CN-EOT	Estimated Open to Traffic	The date key traffic components are open for public use.	
424	CN-CS	Contractor Specific/Contract Driven Activities	CN-CS-01 through CS-02	
425	CN-CS-01	Contract Administration	CN-CS-01.01 through 01.08.01 The administrative work in managing a contract towards it's completion.	
426	CN-CS-01.01	Contract Execution	This is the date on which the contract between WSDOT and the contractor for completion of the work has been fully executed or signed. See 1-03.3 of the Standard Specifications for further detail.	
427	CN-CS-01.02	First Chargeable Working Day	The first day that can be charged against the contract. This day is usually the 10th calendar day following execution but is also sometimes changed by Special Provision. See 1-08.5 and contract special provisions for further details.	
428	CN-CS-01.03	Contract Records	Construction records that are prepared to document the completion of the contract. Some of these records include contract payments, contract materials, Correspondence, etc. See the Construction Manual for further detail on the various records kept in support of the construction project.	
429	CN-CS-01.04	Contract Surveying	Survey work necessary for the layout and construction of the project.	
430	CN-CS-01.05	Inspection	Inspection activities conducted by the Project Engineer and their staff to ensure the construction effort adheres to the requirements noted in the contract plans, contract provisions as well as the Standard Specifications for Road Bridge and Municipal Construction.	
431	CN-CS-01.06	Environmental Review/Permits	Changes or omissions that result in impacts to the environment not already covered in environmental permits & documentation for the project.	
432	CN-CS-01.07	ESA Compliance/Listing Updates	ESA listings change every 6 months, concurrence with Section 7 should be reviewed every 6 months for the life of the project.	



433	CN-CS-01.08	Materials Testing & Acceptance	Construction Project Engineers actions to approve and accept materials for use in WSDOT Construction projects. See contract Provisions, Contract Plans, Amendments to the Standard Specifications, Standard Specification, and Construction Manual for specific requirements and guidance.	
434	CN-CS-01.08.01	Qualified Tester Modules	A program implemented by the HQ Lab to ensure the use and understanding of national standard test procedures such as AASHTO, ASTM, WAQTC, as well as WSDOT procedures. This program uses elements of the HQ Materials Lab accreditation extending that accreditation to testing completed in field offices and on construction sites.	
435	CN-CS-02	Scheduling/Workforce Leveling	A program implemented by the HQ Lab to ensure the use and understanding of national standard test procedures such as AASHTO, ASTM, WAQTC, as well as WSDOT procedures. This program uses elements of the HQ Materials Lab accreditation extending that accreditation to testing completed in field offices and on construction sites.	
436	CN-DB	Design-Build Contract Administration	The process of ensuring that construction is in conformance with the design-build contract.	
437	CN-DB.01	Environmental Compliance	The monitoring to ensure the design builder's compliance with environmental requirements of the design-build contract.	0335
438	CN-DB.02	Design-Build Design Oversight	The process of ensuring that design is in conformance with the design-build contract.	0325
439	CN-DB.03	Utilities - Design Build	The monitoring to ensure the design builder's compliance with utility requirements of the design-build contract.	0336
440	CN-DB.04	QA - Construction	The monitoring to ensure the design builder's compliance with the construction quality assurance requirements of the design-build contract.	0337